

Filing a Proof of Claim Now

From the Texas Western Bankruptcy Court web site at: www.txwb.uscourts.gov:

Click on the link: **File A Proof of Claim Now**



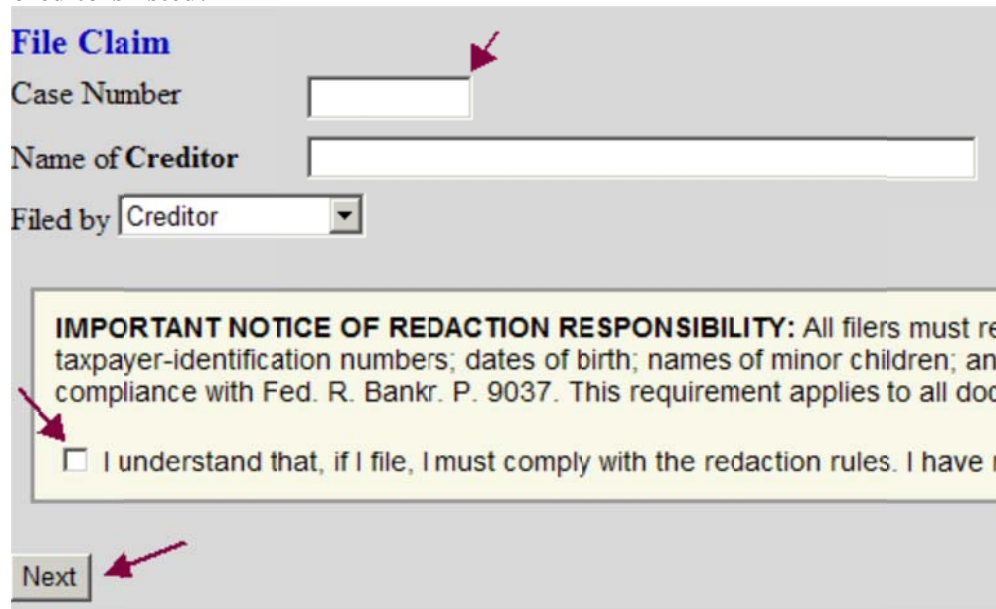
ECF - ELECTRONIC CASE FILING

ECF 4.1 Release

File Proof of Claim Now

Login to ECF Live

Fill in the case number but do not add the name of creditor and press next button to see all creditors listed:



File Claim

Case Number

Name of Creditor

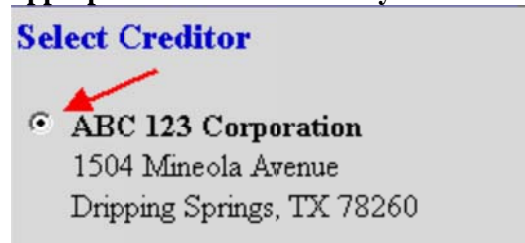
Filed by

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact taxpayer-identification numbers; dates of birth; names of minor children; and compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents filed electronically.

☐ I understand that, if I file, I must comply with the redaction rules. I have read and understand the redaction rules.

Next

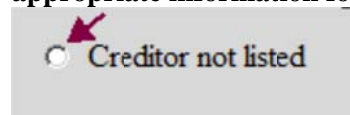
A list of creditors on the case is presented with radio buttons by the creditor name. Select appropriate radio button for your creditor name from the list.



Select Creditor

☒ ABC 123 Corporation
1504 Mineola Avenue
Dripping Springs, TX 78260

If your creditor name is not on the list, select the "Creditor not listed" button and add your creditor name and mailing address at the top of the proof of claim form. Fill in all the other appropriate information for the proof of claim.



☐ Creditor not listed

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Name of Creditor

Address where notices should be sent

(City, State, Zip)

Telephone Number:

Email:

If you are amending a claim, check mark the box indicating the amendment and select the number for the claim you are amending:

☒ Check this box to indicate that this claim amends a previously filed claim.

Court Claim Number:

Filed on:

Amount of Claim as of last Case Filed:

At the "Attachments" section of the form is a radio button to allow you to attach supporting documentation to your claim (this is optional). If you are attaching supporting documentation, it must be in PDF format.

• Multiple attachments to the Proof of Claim are permitted.

Do you wish to attach supporting documentation? ☒ Yes ☐ No

Please remember to check mark the appropriate box in Section 8 and sign your proof of claim form.

8. Signature [\(See instruction #8\)](#)

Check the appropriate box.

☐ I am the creditor.

☐ I am the creditor's authorized agent.
(Attach copy of power of attorney, if any.)

☐ I am the trustee, or the debtor, or their authorized agent.
(See Bankruptcy Rule 3004.)

☐ I am a guest or other codebtor.
(See Bankruptcy Rule 3004.)

I declare under penalty of perjury that the information provided in this claim is true and correct to the best of my knowledge and reasonable belief.

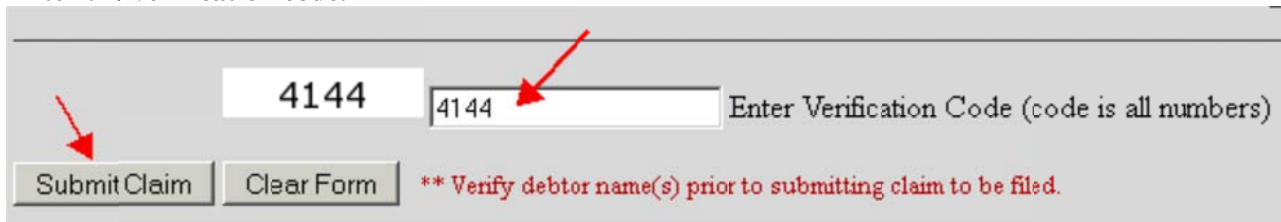
Signature* *Print name (required)

Title

Company

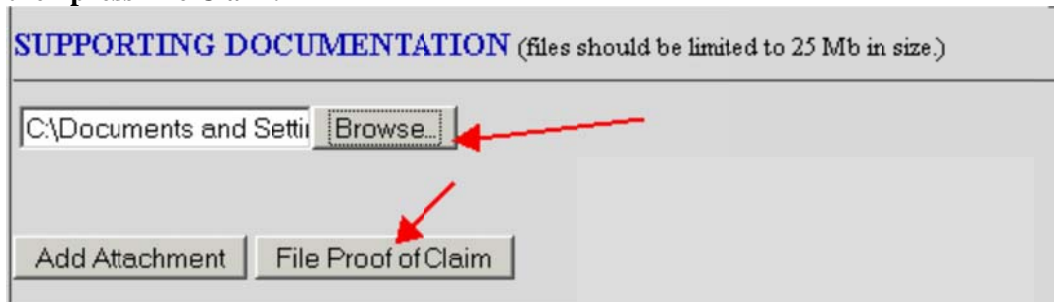
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Enter the verification code.



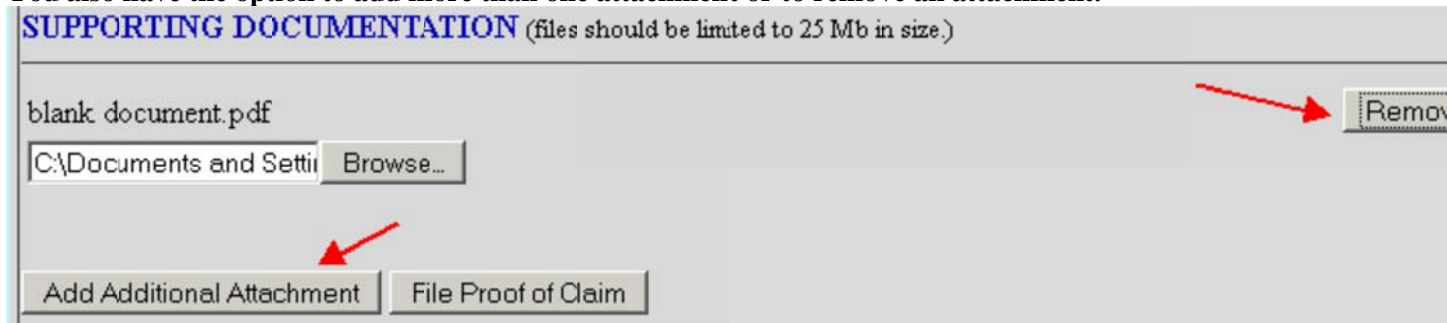
A screenshot of a web form for entering a verification code. At the top, there is a text input field containing '4144' and a button labeled 'Submit Claim' with a red arrow pointing to it. To the right of the input field is another text input field containing '4144' with a red arrow pointing to it, and a label 'Enter Verification Code (code is all numbers)'. Below the input fields are two buttons: 'Submit Claim' and 'Clear Form'. A red arrow points to the 'Submit Claim' button. At the bottom, there is a red text message: '** Verify debtor name(s) prior to submitting claim to be filed.'

If you are adding supporting documentation, browse and attach the PDF supporting document, then press File Claim.



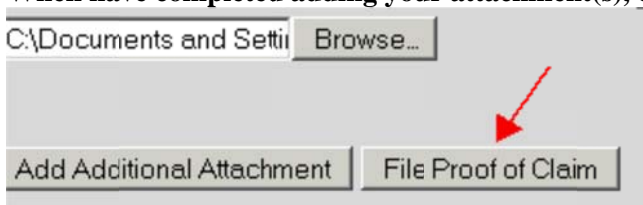
A screenshot of a web form titled 'SUPPORTING DOCUMENTATION (files should be limited to 25 Mb in size.)'. It features a text input field with 'C:\Documents and Sett...' and a 'Browse...' button with a red arrow pointing to it. Below the input field are two buttons: 'Add Attachment' and 'File Proof of Claim' with a red arrow pointing to it.

You also have the option to add more than one attachment or to remove an attachment.



A screenshot of a web form titled 'SUPPORTING DOCUMENTATION (files should be limited to 25 Mb in size.)'. It shows a list of attachments, including 'blank document.pdf', with a 'Remove' button next to it and a red arrow pointing to it. Below the list is a text input field with 'C:\Documents and Sett...' and a 'Browse...' button. At the bottom are two buttons: 'Add Additional Attachment' with a red arrow pointing to it, and 'File Proof of Claim'.

When have completed adding your attachment(s), click on the File Proof of Claim button.



A screenshot of a web form titled 'SUPPORTING DOCUMENTATION (files should be limited to 25 Mb in size.)'. It shows a text input field with 'C:\Documents and Sett...' and a 'Browse...' button. Below the input field are two buttons: 'Add Additional Attachment' and 'File Proof of Claim' with a red arrow pointing to it.


You can get a copy of your filed proof of claim. Click on the proof of claim number.

Filing a Proof of Claim Now

United States Bankruptcy Court Western District of Texas

Processing


Your claim was successfully filed in case number 12-50001.
Your claim number is 14.

Please keep a copy of your claim form! 
Click here [14](#) to view/print your filed claim.

*Note: Any attachment(s) added will **NOT** be available to view/print unless you have a Pacer account.*

[File additional claims](#)

Then click on "1" Main Document to see your PDF filed stamped proof of claim. You can save or print this PDF filed proof of claim for your records.

| Part | Description | |
|--|---------------|---------|
| 1  | Main Document | 2 pages |